



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 17232 - Financial Manager - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 2/14/2019 – 3/01/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CHCO/BO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)

Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

Major Duties and Responsibilities (MDRs)

- Plan, schedule, and implement the review, editing, coordination, and production processes for IC component budget justification materials to ensure timely delivery to Congress, monitor and summarize IC component Congressional budget actions and provide substantive input for appeals to Congressional budget markups.
- Plan and aid in the conduct of IC component formal budget execution reviews. Assess program plans for under executing resources and develop strategies for realignment to other IC priorities.
- Provide functional advice and guidance in support of IC performance planning, resource management and/or budget justification and programming processes.
- Interface and collaborate with the internal and external organization staff to develop, define, and monitor performance information and resource needs to satisfy priority requirements.
- Be responsible for Component budget execution functions, including Spend Plan management, Resource Board presentations, approval of financial transactions, and travel/training tracking.
- Provide oversight, direction, and guidance regarding complex funding issues to ensure efficient and accurate use of component funding.
- Lead the development of complex financial analyses and provide expert advice and recommendations to senior IC customers in the context of their operations and requirements.
- Serve as a Contract Officer Technical Representative (COTR) for industrial contracts and OGA transfers, and provide expert guidance and oversight to other COTR's.
- Translate technical requirements into viable contract deliverables, and prepare statements of work, acquisition plans, evaluation criteria, and sole source justifications.
- Answer internal and external action items and taskings related to CHCO business functions.



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- Provide customer service support to Component on a wide variety of functions, including space, accountable property, internal controls, auditability, travel, logistics, non-monetary awards, micro-purchases, and IT.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

- Extensive knowledge of performance management, budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.
- Professional experience in developing and maintaining tracking systems for financial expenditures, internal and external action items and tasking, and accountable property.
- Expert ability to plan, prepare, justify, administer, analyze, forecast, and monitor budget/financial information to ensure cost-effective support of organizations and programs, including conducting budget/financial data analysis and assessing financial conditions by applying financial principles, policies, methods, techniques, and systems.
- Superior knowledge of departmental or agency financial management policy, regulations, and financial systems and superior ability to apply sound and independent judgment in order to resolve complex financial problems.
- Ability to approve financial transactions in accordance with applicable laws, policies, and instructions.
- Demonstrated program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations.
- Demonstrated knowledge of contracting principles and procedures sufficient to manage contracts for a variety of specialized services.
- Demonstrated superior organizational, interpersonal, and customer service skills, specifically, the ability to plan strategically and manage competing priorities, the demonstrated ability to negotiate, build consensus, and work effectively in a collaborative environment, and the ability to establish and maintain professional networks across all levels of management.
- Proven experience with handling and delegating competing priorities, the ability to assess the significance of current developments, and the capability to brief senior consumers in a dynamically changing environment.
- Expert experience establishing and maintaining professional networks with all levels of management both internal and external to the ODNI.
- Expert representational, oral, and written communication skills, including the ability to produce clear, logical, and concise products.
- Ability to communicate effectively with multiple levels of personnel including senior staff.

Desired Requirements



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- Proficiency with CIA/ODNI financial systems, BASIS and COGNOS.
- Experience with CIA/ODNI funding processes and procurement systems, such as eVoucher, GoTravel, and BASIS Contract Request.
- Experience as an Approving Officer.
- Strong planning and problem-solving skills. Current or recent COTR experience. EDUCATION: Bachelor's Degree or equivalent relevant work experience. 24 hours of Finance, Accounting or other relevant courses. CERTIFICATIONS/LICENSES: ODNI/CIA COTR Certification (or equivalent), Project Management Professional or equivalent certification.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

Applicants from federal agencies outside the IC must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**